

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PUBLIC HEALTH SANITARIAN SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future non-represented supervisory positions located primarily at the Department of Health and Family Services and the Department of Agriculture, Trade and Consumer Protection. Positions allocated to this classification supervise professional public health sanitarians performing professional scientific analyses in the area of public health sanitation, health law promotion and enforcement duties, and scientific evaluation relative to various types of facilities, establishments and equipment, and may also be involved in related investigative and program activities. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses non-represented professional supervisory positions found primarily in the central office of the Department of Health and Family Services' Division of Public Health and in the Department of Agriculture, Trade and Consumer Protection.

Positions allocated to this classification primarily serve as supervisors of professional public health sanitarians, supervising employees primarily involved in the following activities: on-site surveying, inspection, licensing and investigation of facilities, establishments, and machines/equipment, including hotels, motels, restaurants, nursing homes, hospitals, swimming pools, resorts, vending machines, campgrounds, mobile home parks, recreational and educational camps, and other facilities, establishments, and equipment as directed by Federal and State laws and regulations; investigation of water and food-borne outbreaks; evaluating other sanitation programs carried out by contracted agents, or other state or local agencies; conducting sanitation training in a variety of areas; submitting notices of violations and recommendations for corrective action and re-inspecting to assure compliance; and coordinating findings with the Federal government.

In addition, all positions allocated to this classification must function as "true" supervisors, with authority and responsibility for effectively recommending the hire, transfer, promotion, suspension,

layoff, recall, discharge, discipline, assignment, evaluation, and adjustment of grievances of all subordinate permanent employees.

While some of the duties of these positions may be identified in other classifications, they would not comprise a majority of these positions' work time. A supervisory position may also conduct field work as part of their job duties, but this will not comprise a majority of the position's time; these field tasks involve the most complex cases or the work relates to technical training and oversight of line staff.

C. Exclusions

While the focus of positions allocated to this classification is supervisory, all positions in this classification require significant background and expertise as a public health sanitarian or in related biological fields, public health, or programs outlined in Sections I.A. and I.B. Supervisory positions not requiring this type of professional science background are **not** allocated to this classification.

Other types of positions which are not allocated to this classification include positions spending a majority of their time as follows:

1. Positions supervising/managing in the areas of chemistry or microbiology;
2. Positions with primary responsibilities as the administrator or manager of a laboratory;
3. Positions primarily responsible for supervising inspector positions found in the Security and Public Safety bargaining unit;
4. Positions which are better or specifically identified by other classification series; and
5. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(13) as administered and interpreted by the Wisconsin Employment Relations Commission.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

PUBLIC HEALTH SANITARIAN SUPERVISOR

This is responsible and professional supervisory work supervising professional public health sanitarians, other related professional employees, related non-professional technicians, and/or other professional and non-professional employees in related classifications. Positions are generally located in the central office of a state evaluation unit. Positions in this class direct the activities and work flow of the central or regionally located evaluation unit, evaluate and interpret results, and act in a public relations/liaison capacity for the department or evaluation unit on professional scientific matters related to public health sanitarian findings, investigation, or other related program matters. General supervision is received from higher level administrative supervisors.

Duties include: effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees; supervising, coordinating, and reviewing the work of professional public health sanitarians and others to

assure conformance with established policy, procedures, and standards; planning and conducting training and orientation for public health sanitarians and instruction/training them in the appropriate methods of investigation, evaluation, monitoring and reporting workplace hazards; directing the preparation of materials for presentation to the appropriate department, state, or local personnel for further follow-up, analysis or remedial action; analyzing public health sanitarian and related programs and assisting in the development and implementation of improved public health sanitarian and related evaluations and analyses, instrumentation, evaluation, and regulatory techniques and procedures; recommending needed changes to applicable laws, rules, regulations, policies, and procedures for the performance of special project activities relating to the development of new regulations and/or the revisions of existing ones; giving expert testimony in court; maintaining liaison and working contacts with federal, state, and local environmental or public health and/or related laboratories and agencies, other regulatory agencies, and other pertinent persons and/or organizations; coordinating joint scientific investigations or related activities as required with other agencies or regulatory bodies; and conducting informational activities relative to the interpretation and application of the objectives and requirements of public health sanitarian and related programs. General supervision is received from higher-level supervisors.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 19, 1992, and announced in Bulletin CC-329 to describe positions which perform public health sanitarian supervisory work for the Department of Health and Family Services. The classification was modified effective September 5, 2004, and announced in Bulletin OSER-0051-MRS-SC to include positions at the Department of Agriculture, Trade and Consumer Protection as a result of the movement of some Public Health Sanitarian positions to the Department of Agriculture, Trade and Consumer Protection.

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